



**EMPLOYMENT APPLICATION - CITY OF DANVILLE, VIRGINIA**  
**AN EQUAL OPPORTUNITY EMPLOYER**



To Applicant: The City of Danville appreciates your interest in becoming an employee, and assures you that the city is sincerely interested in you and your qualifications. Therefore, a clear understanding of your background and history is necessary for evaluation and possible placement of you into the best-qualified position. Detail descriptions help us to better understand your qualifications. **Please complete entire application. An incomplete or falsified application is grounds for immediate disqualification. All statements are subject to investigation and verification by the Human Resources Department of the City of Danville, Virginia. It is the policy of the City of Danville Virginia to provide equal employment opportunity without regard to race, age, sex, national origin, religion, political affiliation, or handicap. The City of Danville is a drug & alcohol free workplace.**

**PERSONAL**

|   |                             |   |
|---|-----------------------------|---|
| 1. Name   | 2. Social Security No.      | 3. Position Applying For  |
| _____<br>Last                      First                      Middle  | _____                       | _____   |
| 4. Address  |                             | 5. Telephone Number   |
| _____<br>No.      Street      City      County      State      Zip  |                             | _____<br>Home      Other  |
| 6. Have you been employed by the City of Danville before? <input type="checkbox"/> Yes <input type="checkbox"/> No      Dates of previous employment    From _____ To _____   |                             |   |
| 7. When can you begin work?   | 8. What salary is expected? | 9. Do YOU have a valid driver's license?                                |
| _____   | _____                       | <input type="checkbox"/> Yes <input type="checkbox"/> No    State _____ |
| 10. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants", please state whether you are legally eligible for employment in the United States. <input type="checkbox"/> Yes <input type="checkbox"/> No    (You are legally eligible for employment if you are United States Citizen or if you have an appropriate permit to work in the United States issued by the U.S. Dept. of Justice or U.S. Dept. of Labor.) |                             |   |
| 11. Except for minor traffic violations, have you ever been convicted of any violation of law? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                             |   |
| If yes, explain. _____  |                             |   |
| _____   |                             |   |
| <b>Your criminal history will be checked. Falsification of an employment application is grounds for immediate disqualification or dismissal. A conviction does not automatically disqualify you as an applicant.</b>  |                             |   |
| 12. Do you have any relatives who work for the City? <input type="checkbox"/> Yes <input type="checkbox"/> No      Dept. _____ Relation _____   |                             |   |
| Name _____ Position _____   |                             |   |

**EDUCATION**

| School          | Name and Address of School | Course of Study | Highest Grade Completed  | Did You Graduate? |
|-----------------|----------------------------|-----------------|--|-------------------|
| Elementary      |                            |                 | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4<br><input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 |                   |
| High School     |                            |                 | <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12   |                   |
| College         |                            |                 | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4  |                   |
| Technical/Other |                            |                 | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4  |                   |

**MILITARY SERVICE RECORD**

|   |                                       |
|---|---------------------------------------|
| Were you in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No | What Branch? _____ Rank? _____        |
| Dates of Duty:    From ____ / ____ / ____ To ____ / ____ / ____                             | List Duties or special training _____ |

**EMERGENCY**

|  |  |
|--|--|
| In case of Accident or Emergency, Notify |  |
| Name _____                               | Telephone No. _____<br>Home                      Other |
| Address _____                            | Relationship to you _____                              |

## EMPLOYMENT EXPERIENCE

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. Please complete **all** fields.

|  |   |  |                |
|--|---|--|----------------|
| Employer                                 | <div style="text-align: center;">Dates</div> <div style="display: flex; justify-content: space-between;"> <span>From</span> <span>To</span> </div>                    |  | Work Performed |
| Address                                  |   |  |                |
| Phone Number                             |   |  |                |
| Job Title                                | <div style="text-align: center;">Hrly. Rate/Salary</div> <div style="display: flex; justify-content: space-between;"> <span>Starting</span> <span>Final</span> </div> |  |                |
| Supervisor                               |   |  |                |
| Reason for Leaving<br>or Intent to Leave |   |  |                |

  

|                    |   |  |                |
|--------------------|---|--|----------------|
| Employer           | <div style="text-align: center;">Dates</div> <div style="display: flex; justify-content: space-between;"> <span>From</span> <span>To</span> </div>                    |  | Work Performed |
| Address            |   |  |                |
| Phone Number       |   |  |                |
| Job Title          | <div style="text-align: center;">Hrly. Rate/Salary</div> <div style="display: flex; justify-content: space-between;"> <span>Starting</span> <span>Final</span> </div> |  |                |
| Supervisor         |   |  |                |
| Reason for Leaving |   |  |                |

  

|                    |   |  |                |
|--------------------|---|--|----------------|
| Employer           | <div style="text-align: center;">Dates</div> <div style="display: flex; justify-content: space-between;"> <span>From</span> <span>To</span> </div>                    |  | Work Performed |
| Address            |   |  |                |
| Phone Number       |   |  |                |
| Job Title          | <div style="text-align: center;">Hrly. Rate/Salary</div> <div style="display: flex; justify-content: space-between;"> <span>Starting</span> <span>Final</span> </div> |  |                |
| Supervisor         |   |  |                |
| Reason for Leaving |   |  |                |

  

|                    |   |  |                |
|--------------------|---|--|----------------|
| Employer           | <div style="text-align: center;">Dates</div> <div style="display: flex; justify-content: space-between;"> <span>From</span> <span>To</span> </div>                    |  | Work Performed |
| Address            |   |  |                |
| Phone Number       |   |  |                |
| Job Title          | <div style="text-align: center;">Hrly. Rate/Salary</div> <div style="display: flex; justify-content: space-between;"> <span>Starting</span> <span>Final</span> </div> |  |                |
| Supervisor         |   |  |                |
| Reason for Leaving |   |  |                |

If you need additional space, please continue on a separate sheet of paper.

Summarize Special Skills And Qualifications Acquired From Employment Or Other Experience. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If applicable to position, how would you describe your computer skill level?    Beginner ☐ Intermediate ☐ Advanced ☐

## BUSINESS REFERENCES

List three business persons who are not related to you and with knowledge of your qualifications for the position for which you are applying.

| NAME & OCCUPATION | ADDRESS | PHONE NUMBER |
|-------------------|---------|--------------|
|                   |         |              |
|                   |         |              |
|                   |         |              |
|                   |         |              |

I hereby authorize the City of Danville to obtain from my FORMER employers all data needed to support this application. I hereby certify that the foregoing statements are true and correct to the best of my knowledge. **I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.** I hereby authorize the release of my Police Record, if any, to the City of Danville. I agree to work any shift to which I may be assigned. **May we contact your PRESENT employer?** ☐ Yes ☐ No If no, we will require a reference from your present employer if a job offer is made. The job offer is provisional based on the outcome of the employer reference.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Data Record

# CONFIDENTIAL

(PLEASE PRINT)

Qualified Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or handicap.

As a municipal employer, we comply with government regulations and affirmative action responsibilities.

Solely, to help us comply with government record keeping, reporting and other legal requirements, please fill out this Data Record.

This Data is for periodic government reporting and will be kept Confidential and separate from your Application for Employment.

Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

Referral Sources: ☐ Advertisement ☐ Friend ☐ Relative  
☐ Employment Agency ☐ Other \_\_\_\_\_

## Equal Employment Opportunity Commission Survey

Government Agencies require periodic reports on the sex, race, handicapped and veteran status of applicants. This data is for analysis and affirmative action only.

Check One:

☐ Male ☐ Female

Date of Birth \_\_\_\_\_

Check one of the following:

Race/Ethnic Group: ☐ White ☐ Black ☐ Hispanic  
☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander

Check if any of the following are applicable:

☐ Veteran ☐ Vietnam Era Veteran ☐ Disabled Veteran

☐ Handicapped Individual Type of Handicap \_\_\_\_\_

The Age Discrimination and Employment Act of 1967 prohibits discrimination on basis of age with respect to individuals who are at least 40 but less than 65 years of age.